Notes:

Welcome to the Wisconsin Department of Public Instruction’s training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as “Choice” or “Choice program” throughout this training. The Choice program is governed by Wis. Stats. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Summer School Count Report.
Choice Training: Summer School Count Report

Summer School Count Report

• The Summer School Count Report is due by September 15.

• A student may be included on the report if one of the following apply:
  • Choice student enrolled in the MPCP, RPCP, or WPCP at any same program school on the 2nd Friday in January in the term immediately preceding summer school; or
  • Choice student accepted in the MPCP, RPCP or WPCP at your school for the school term immediately following summer school (the upcoming school year).

Notes:

The Summer School Count Report is due by September 15. The report is submitted using the Online Application System (OAS).

Schools will identify students on the Summer School Count Report with an eligible application that meet the attendance requirements for summer school.

The following students may be included on the report: a Choice student who was enrolled in the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP) or the Wisconsin Parental Choice Program (WPCP) at any same program school on the 2nd Friday in January in the school term immediately preceding the summer school instruction. Students cannot transfer between the MPCP, RPCP and WPCP—a student is only eligible for Choice summer school in the same program that the student was counted in on the 2nd Friday in January; OR a Choice student accepted in the MPCP, RPCP or WPCP at your school for the school term immediately following the summer school instruction. This includes K4 students that have an accepted eligible Choice application for the upcoming school year. The school term immediately following summer school will be referred to as the upcoming school year in this training module.
Summer School Count Report (cont.)

• MPCP and RPCP schools should submit eligible applications in OAS prior to completing the count report. DPI submits WPCP applications for those students selected in the random drawing.

• The school's student applications for the upcoming school year in “Submitted” status will appear on the report.

• Schools can add students counted on the 2nd Friday in January that do not have a submitted application for the upcoming school year at the school.

Notes:

Prior to completing the report, schools should submit applications in OAS for students in the MPCP and RPCP that have accepted a seat at the school. DPI will change the status to "Submitted" for the students who have been chosen in the random selection for WPCP applications.

Student applications that have been accepted and submitted in OAS for the upcoming school year will appear on the report. Schools can add students who were counted on the 2nd Friday in January at any same program school that do not have a submitted application for the upcoming school year at the school to the Summer School Count Report.
Choice Training: Summer School Count Report

Accessing the Summer School Count Report in OAS

- Log into OAS.
- Select “Summer Sch Count” under “Other Reports” on the left menu bar in OAS.
- Read through the instructions.
- Click the “Next” button to accept.

Notes:

To access the Summer School Count Report log into OAS. From the navigation bar on the left of the screen, click on “Summer Sch Count”. Read through the instructions that are displayed when this report is selected. Then click the “Next” button to accept that you have read the instructions and are responsible for the data being correct.

The Choice administrator will need to complete a Summer School Count Report for each program even if the school does not anticipate students from a particular program participating in summer school. For example, if your school participates in the MPCP, RPCP and WPCP, your school will complete three Summer School Count Reports.
Choice Training: Summer School Count Report

Summer School Count Report – Step 1

In Step 1 of the Summer School Count Report, the information the school entered in the Summer School Course List Report will be displayed. The school will review the information and then answer questions to confirm the information is accurate.

If any information has changed since the school completed the Summer School Course List Report, the school will be directed to contact DPI staff to request the report be unlocked. The school must then update and re-submit the Summer School Course List Report prior to completing this count report.

If any of the summer school courses listed on the report were funded through Federal Title programs, the school will be directed to contact DPI staff to request that the Summer School Course List Report be unlocked. The school will then remove these courses from the Summer School Course List Report and re-submit the report prior to completing this count report. Summer school courses funded through Federal Title programs are not eligible for payment through the Private School Choice Summer School Program.

After the school confirms the information in Step 1 is correct and that no courses were funded through Federal Title programs, the school should click the “Next” button.

Notes:

- Schools confirm information is accurate and courses are not funded by Federal Title Funds.
- If any information needs to be updated, the school should contact DPI prior to completing the Summer School Count Report.
Notes:

In Step 2, the school will select students who attended summer school that have accepted applications with a status of "Submitted" for the upcoming school year at your school.

The school should read the directions on the screen describing how to navigate and filter the student list.

All students that have an accepted application at the school in "Submitted" status for the upcoming school year will be displayed. Students that have been placed on the Choice waiting list do not meet this eligibility option so they are not listed in Step 2. The school should place a check next to each student that attended summer school.

If the school has students with a "D" in the "Duplicate Submitted Apps" column, the students have two or more applications for the upcoming school year in "Submitted" status. If the student attended summer school, the school should determine which duplicate application is eligible and place a check in the "Attended Summer School" column for the eligible application. Schools should view the “App Summary” screen in OAS and determine which of the student applications should be counted on the Summer School Count Report.
Choice Training: Summer School Count Report

Summer School Count Report – Step 3

- Schools add students who attended summer school that do not have accepted applications with a status of "Submitted" for the upcoming school year but were counted on the 2nd Friday in January in the same program.
- Click the "Add Student" button to begin adding students. If the school does not have any students to add, click the "Next" button.

Notes:

In Step 3, the school will enter students who attended summer school that have an application that was counted on the 2nd Friday in January in the same program at any school but do not have accepted applications with a status of "Submitted" for the upcoming school year at your school.

If the school tries to add a student in Step 3 that has an application at the school for the upcoming school year in "Submitted" status, the school will be directed to return to Step 2 to count the student on the Summer School Count Report.

If a school tries to add a student in Step 3 that has an application that was not counted on the 2nd Friday in January, the school will receive a message that the student is not eligible because the student was not counted in the same program on the 2nd Friday in January.

The school should click the “Add Student” button to begin the process of adding students who attended summer school that do not have an application with a status of "Submitted" for the upcoming school year at the school but do have an application that was counted on the 2nd Friday in January in the same program at any school.

If the school does not have any students to add in Step 3, the school should click the “Next” button.
Choice Training: Summer School Count Report

Summer School Count Report – Step 3 (cont.)

Private School Choice Programs
Summer School Count Report
School Name: ABC School (WPCP)
School Year: 2018 - 2019

Step 3 of 7: Identify Summer School Students from Students Counted on 2nd Friday in January 2018
Next, enter any other WPCP students who attended the school’s 2018 summer school who were counted on the 2nd Friday in January 2018 in the WPCP at any school.
Schools should not enter students who were already counted on the prior page in Step 2.

Enter Name:
Legal name ONLY - no nicknames
First name: John Last Name: Smith Date of Birth: 9/12/2001 (mm/dd/yyyy)

- Enter the student’s legal name and date of birth and click the “Add” button.
- Click the “Reset” button to clear the boxes.

Notes:

To add a student in Step 3, the school should enter the legal name of the student and the birth date. The school should click the “Add” button.

The school can click the “Reset” button to clear the boxes.

The school can click the “Cancel” button to return to the list of students previously entered in Step 3.
Choice Training: Summer School Count Report

Summer School Count Report – Step 3 (cont.)

Private School Choice Programs
Summer School Count Report
School Name: ABC School (WPCP)
School Year: 2018 - 2019

Step 3 of 7: Identify Summer School Students from Students Counted on 2nd Friday in January 2018

Next, enter any other WPCP students who attended the school’s 2018 summer school who were counted on the 2nd Friday in January 2018 in the WPCP at any school. Schools should not enter students who were already counted on the prior page in Step 2.

To sort the list below, click on a column heading.
2 students retrieved

<table>
<thead>
<tr>
<th>Student</th>
<th>Date of Birth</th>
<th>School in January</th>
<th>Grade in January</th>
<th>Age in January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor, Elizabeth</td>
<td>02/17/2012</td>
<td>ABC School (WPCP)</td>
<td>KG</td>
<td>45126</td>
</tr>
<tr>
<td>Smith, John</td>
<td>06/13/2011</td>
<td>XYZ School (WPCP)</td>
<td>KG</td>
<td>45112</td>
</tr>
</tbody>
</table>

- Click the "Add Student" button to add additional students.
- Click the "Remove" link to remove a student.

Notes:

To add another student, click the “Add Student” button again.

If a student was added by mistake, click the “Remove” link next to the student name.

When the school is finished adding all students in Step 3, click the “Next” button.
Choice Training: Summer School Count Report

Summer School Count Report – Step 4

Notes:

This slide shows the directions for Step 4.

In Step 4 the school will enter the number of days the student attended summer school in at least one of the courses listed.

The school should also update the summer grade for students if the summer school grade is incorrect.

The school should read the directions provided on the Step 4 report screen describing how to navigate and filter the student list.
Choice Training: Summer School Count Report

Summer School Count Report – Step 4 (cont.)

- Enter the number of days each student attended summer school in the “Days Attended in Eligible Courses” field.
  - Schools should not include days where the student only attended Federal Title Program classes.
  - Schools should not enter days where the student was absent.
  - Schools paid full summer school payment for students attending 15 or more days and prorated summer school payment for students attending <15 days.

- Update the “Grade for Summer” for students, if needed, using the drop down.

Notes:

The school will enter the number of days the student attended summer school in at least one of the classes shown on the report. Schools should not include days where the student only attended Federal Title Program classes or days where the student was absent, even if it was an excused absence. Schools should enter the number of days for students even if the student attended less than 15 days as schools are paid prorated summer school payments for students that attend at least 1 day but less than 15 days. Schools are paid the full summer school payment for students that attend 15 or more days.

As mentioned, the school should also update the student’s grade in the “Grade for Summer” column if the grade for summer school does not match the grade listed for the student. The directions at the top of the Step 4 screen explain how the summer grade is defaulted for a student and how to update the grade if needed.

When the school has finished entering the days and updating grades for students, click the “Next” button.
Choice Training: Summer School Count Report

Notes:

Schools should review the list of students displayed in Step 5. These students are not eligible for a summer school payment.

The following students will be displayed on this list:

- Students who were not counted in Step 2; and
- Students who were counted in Step 2 or added in Step 3 where the school indicated the student attended summer school for 0 days in Step 4.

If any students should be counted in Step 2 or if any of the number of days attended is incorrect for these students in Step 4, the school should click the “Back” button to correct the information in Steps 2 and 4.

Once this listing is correct, click the “Next” button.
Choice Training: Summer School Count Report

Summer School Count Report – Step 6

- The class list provides a summary of the students counted in your report that attended one or more eligible summer school classes for 1 or more days.
- If the class list is correct, click "Next". If you need to make changes, click "Back".

Notes:

Once you have identified the students who met the requirements to be eligible for a summer school payment, a class list will provide a summary of these students.

If any students are missing from the class list, the school should click the “Back” button to count students in Step 2, add students in Step 3, or correct the days attended in Step 4.

Once this listing is correct, click the “Next” button.
Choice Training: Summer School Count Report

Summer School Count Report – Step 7

Click “Will Submit Later” if there may be changes or updates required prior to submitting.

Click "Submit" after reviewing the information to confirm it is correct.

Remember to double-check the information BEFORE submitting the report.

Notes:

Prior to submitting the count report the school should review the class list to verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the “Will Submit Later” button or clicking the “Back” button.

Designees can assist with the preparation of the report. However, only the Choice Administrator can submit the count report.

The school’s Choice administrator should click the “Submit” button after confirming the information is correct.
Make Changes After Submission

- Once your report is submitted, it will be locked. If you need to make changes, contact DPI staff for assistance.

- Print class list.

Notes:

After the report is submitted to the DPI, the report is locked. The school should contact DPI if any changes are needed on the Summer School Count Report.

Once the report is submitted, a link is available on the screen will be provided for the class list. This is an optional report for the school to print.
Choice Training: Summer School Count Report

Questions

Website: [http://dpi.wi.gov/sms/choice-programs](http://dpi.wi.gov/sms/choice-programs)

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.